

SELF-ASSESSMENT SCENARIOS

BENL3089 – BENEFITS ELIGIBILITY –

Instructions:

Locate and highlight the appropriate self assessment script. Select “Know It” mode to begin the assessment. If you have questions, ask your instructor for assistance.

Self Assessment 1 – Processing a New Hire

Score: _____

Directions: Process a new hire.

The State of Tennessee has just wrapped up a huge job fair. It was a big success. They hired over 50 people on the spot. It is your job to process new hire, Jane Smith into the Edison system.

Important notes or comments to remember: Use this section to enter any notes or comments that you learned during this assessment.

SELF-ASSESSMENT SCENARIOS

BENL3089 – BENEFITS ELIGIBILITY

Instructions:

Locate and highlight the appropriate self assessment script. Select “Know It” mode to begin the assessment. If you have questions, ask your instructor for assistance.

Self Assessment 2 – Adding an Employment Instance

Score: _____

Directions: Add a new employment instance for Brian Garland.

Brian Garland is a new hire for Local Ed. Prior to initiating the new hire process, you conduct the Search by National ID. After doing so, you notice that he has an existing “active” employment record. Your job is to add a new employment instance for Brian Garland. Brian’s emplid is 00068137.

Important notes or comments to remember: Use this section to enter any notes or comments that you learned during this assessment.

SELF-ASSESSMENT SCENARIOS

BENL3089 – BENEFITS ELIGIBILITY

Instructions:

Locate and highlight the appropriate self assessment script. Select “Know It” mode to begin the assessment. If you have questions, ask your instructor for assistance.

Self Assessment 3 – Correcting National IDs

Score: _____

Directions: Correct employee Kyndra Wasserman’s National ID.

You are in the process of adding Felix Thornberg into the Edison system, when you receive a warning message stating that the National ID you entered for him is already linked to an emplid of an existing employee. When you search by National ID, you notice the National ID is linked to Kyndra Wasserman. When you contact Kyndra to validate her National ID, you confirm it had been entered into the system incorrectly. With the information provided, correct Kyndra’s National ID.

Note: Felix Thornberg’s National ID: 200-00-0000

Kyndra Wasserman’s National ID: 200-00-0001

Important notes or comments to remember: Use this section to enter any notes or comments that you learned during this assessment.

SELF-ASSESSMENT SCENARIOS

BENL3089 – BENEFITS ELIGIBILITY

Instructions:

Locate and highlight the appropriate self assessment script. Select “Know It” mode to begin the assessment. If you have questions, ask your instructor for assistance.

Self Assessment 4 – Updating Personal Information

Score: _____

Directions: Update Willie Anderson’s address information.

Willie Anderson is a current employee that needs to change his home address. His new address is 500 Church Street, Nashville, TN 37087. His employee id (emplid) is 00100039. With the information provided, update Willie Anderson’s address.

Important notes or comments to remember: Use this section to enter any notes or comments that learned during this assessment.

SELF-ASSESSMENT SCENARIOS

BENL3089 – BENEFITS ELIGIBILITY

Instructions:

Locate and highlight the appropriate self assessment script. Select “Know It” mode to begin the assessment. If you have questions, ask your instructor for assistance.

Self Assessment 5 – Entering a Job Change of Termination

Score: _____

Directions: Terminate employee Ted Ginn.

Ted Ginn has just submitted his letter of resignation effective 06/01/2007. It is your job to enter his termination into the Edison system. Ted’s emplid is 00100051. With the information provided, update Ted’s job record.

Important notes or comments to remember: Use this section to enter any notes or comments that you learned during this assessment.
